

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

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AGENDA

REGULAR MEETING OF BOARD OF DIRECTORS

>>> Monday, 4:30 pm – January 10th, 2011 <<<

Bill Platt Training Center
Coast Life Support District Station, Gualala, CA

1. Call to Order Kaplan
2. Adoption of the Agenda
3. Minutes Approval
4. Privilege of the Floor – Public Comment
5. *Old Business – Information and/or Action
 - Board Training Discussion – Information
 - Committee Appointments (QA) – Action Kaplan
 - Ambulance Rates Document – Information Schwartz
 - Audit – Action Rice
 - Budget Alternatives – Information/Action Rice
6. New Business
7. Reports
 - Treasurer Rice
 - Board Members
 - District Administrator Foster
 - Staff
8. Other
 - General announcements
 - Future agenda items & meeting dates
9. Adjournment
- Scheduled Board of Director meetings:
 - Saturday, February 5th, 9:00am Bill Platt Training Center – Board Training
 - Saturday, February 5th, 1:00pm Bill Platt Training Center – Regular Meeting

*Timing dependent on board training discussion teleconference call-in

COAST LIFE SUPPORT DISTRICT
Post Office Box 1056 • Gualala, California 95445
www.clsd.ca.gov



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
December 6th, 2010

Call to Order. President Kaplan called the meeting to order at 4:28 pm. Present: Kaplan, Schwartz, Rice, Dodds, Klopfer, Hauck, Toedter

Adoption of the Agenda. Director Schwartz moved, Director Dodds second, all ayes.

Approval of October 2010 Board Minutes. Revise minutes to reflect "Foster reported that the district and staff share equally in the cost increase in health insurance premiums." Director Schwartz moved, Director Dodds second, all ayes.

Recognition of outgoing board members. Directors, Moe, Scanlon-Hill, and Haverty were recognized for their service to the CLSD board.

Administer Oath of Office for new board members. Directors Rice, Hauck and Toedter were sworn in by President Kaplan.

Privilege of the Floor: Paramedic Adamski asked the board if the Stroudwater Report had included alternatives to a Critical Access Hospital.

Old Business : Information and/or Action

- Community Healthcare Working Group Update: The group has met with Santa Rosa Memorial (St. Joseph's). Sutter has also been contacted regarding affiliation. A meeting is scheduled in January with Suzanne Nest, Hospital Council, as related to rural health care services.
- Board Training Teleconference w/Counsel Bill Adams. A survey will be sent out; FPP required training to be done by the end of January. Training scheduled for Saturday, February 5th.

New Business: none

Reports:

- Treasurer Rice reported that the new budget process should begin early this year.
- District Administrator Scott Foster's Report: was included in the board packet.
- Director Klopfer to join the Finance Committee.
- Operations Manager. Ops Manager Dilks's report as included in the packet was received.
- Business Manager. Business Mgr. Bold's Accounts Receivable/Write-off report for the month of October 2010 was received. Director Schwartz moved, Director Dodds second to approve the reports. All ayes.

Other:

General announcements: none

Future Agenda items: The FY2010 audit will be up for approval at the January 2011 BOD meeting.

Board Meeting Dates (all meetings at the Bill Platt Training Center, CLSD Station, at 4:30 unless otherwise noted):

- Monday, January 10th, 2011
- Saturday, February 5th, 2011 9:00am
Special Board Training Session
- Saturday, February 5th, 2011 1:00pm
Regular Board Meeting

Adjournment. Director Schwartz moved for adjournment, Director Rice second, all ayes. President Kaplan adjourned the meeting at 6:45.

Minutes approved by:

Signature

Date

**Coast Life Support District
District Administrator's Report
January 10th, 2011**

1. Coastal Tactical Network. I met in Sacramento with Chief Kim Zagaris of the California Emergency Management Agency about supporting our FCC application for a tactical frequency. They were in the position to hold up progress based on possible interference with neighboring frequencies. They have now given us a conditional endorsement to our application, awaiting a local transmission/reception test and their own agency's conversion to narrow-band radios, which is probably a year out. Once we pass the communications test, we'll approach Sonoma County about a grant to purchase radio equipment.
2. Finance
 - a. Budget. The Treasurer and I will be conducting a mid-year budget review soon to see if any course corrections are required. We will also be surveying the staff for next year's budget formulation in the next two months. We welcome input from the board.
 - b. Accounts Receivable. I have reviewed the Accounts Receivable report and find it within normally expected parameters.

/s/

Scott Foster
District Administrator

COAST LIFE SUPPORT DISTRICT

Operations Manager's Report
For January 10, 2011

Deployment / Staffing

ALS (M-120) was staffed 100% and second out BLS (B-121) was staffed 100%. There were two third-out responses by CLSD. Elk, Russian River and Fort Bragg ambulances each ran a call in our district.

Facilities

No major repairs pending

Vehicles/Equipment

All vehicles and equipment are in service and in good working order. All preventive maintenance is current.

Communications

The Zettler ATT site move continues to be stalled at the County level. The license process continues for expansion into Sonoma County.

We have installed a new radio system in the Ford BLS ambulance to replace an out dated model.

Nurse advice line.

Month	Calls	Triaged	ED now
November	18	9	4

Business Manager's Report

By Terry Bold

Email: billing@clsd.ca.gov

January 10th, 2011

Vouchers:

Replenishment: Replenishment vouchers for deposit to the Redwood Credit Union checking account from the Sonoma County FAMIS account for the period:

December 3rd, through 16th, 2010 in the amount of \$44,283.71 was signed by Operations Manager, Evan Dilks.

December 17th, 2010 through January 5th, 2011 in the amount of \$62,117.74 was signed by Operations Manager, Evan Dilks.

Accounts Receivable Report: I have reviewed the November 2010 Accounts Receivable reports and find it to be within normally expected parameters.

Coast Life Support District

Monthly - Call, Write-Off, Aging, & Account Balance Report

NOVEMBER

2010

ALS Transports	23
BLS Transports	6
Dry Runs	25
ALS/BLS Treat & Release	5
Total	59

Gross Accounts Receivable Balance: \$209,342.48

AMBULANCE REVENUE **\$106,958.00**

Payments Posted: \$40,254.32

WRITE-OFFS:

MediCare-Required	\$25,368.66
Medi-Cal Required	\$34,882.80
Collections Agency	\$7,762.26
Board Approved Write-Offs/No Estate	
Insurance Write-Off	\$106.77
Sliding Scale Adjustment	\$4,638.40
Reverse Late Fee	\$10.00

Total Write-Offs for This Month **\$72,768.89**

Revenue Adjustment/increase

New Gross Accounts Receivable Balance: \$203,277.27

Aging Report to

CURRENT	\$97,363.55
31-60 Days	\$46,940.43
61-90 Days	\$25,545.70
91+ Days	\$33,427.59

New Gross Accounts Receivable Balance: \$203,277.27

FAMIS ACCOUNT: (\$8,789.08)

Redwood Credit Union Checking: \$20,470.29

Board Approval: _____ (Date)

Secretary: _____ (Signature)

Coast Life Support District

Monthly - Call, Write-Off, Aging, & Account Balance Report

DECEMBER

2010

ALS Transports	36
BLS Transports	11
Dry Runs	24
ALS/BLS Treat & Release	4
Total	75

Gross Accounts Receivable Balance: \$203,277.27

AMBULANCE REVENUE **\$178,347.00**

Payments Posted: **\$47,462.07**

WRITE-OFFS:

MediCare-Required	\$38,335.94
Medi-Cal Required	\$26,608.15
Collections Agency	\$0.00
Board Approved Write-Offs/No Estate	\$0.00
Insurance Write-Off	
Sliding Scale Adjustment	
Reverse Late Fee	

Total Write-Offs for This Month **\$64,944.09**

Revenue Adjustment/increase

New Gross Accounts Receivable Balance: \$269,218.11

Aging Report to

CURRENT	\$148,793.30
31-60 Days	\$44,896.56
61-90 Days	\$30,744.92
91+ Days	\$44,783.33

New Gross Accounts Receivable Balance: \$269,218.11

FAMIS ACCOUNT:

Redwood Credit Union Checking:

Board Approval: _____ (Date)

Secretary: _____ (Signature)